



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 20, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS' REQUEST FOR SALARY PLACEMENT FOR MS. HANNA CHERU UPON APPOINTMENT TO THE POSITION OF DEPUTY EXECUTIVE OFFICER, BOARD OF SUPERVISORS (UNCLASSIFIED)

The Executive Office of the Board of Supervisors, with the support of the Chief Executive Office, requests approval to appoint Ms. Hanna Cheru to the position of Deputy Executive Officer, Board of Supervisors (UC), Item No. 1101, at an annual base salary of \$130,078.80. The base salary placement for Ms. Cheru onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R12 (the Board approved range for this position) will place Ms. Cheru above the control point of the range. This salary is recommended based on Ms. Cheru's extensive administrative and financial management experience and the role and responsibilities she will perform as Deputy Executive Officer for the Executive Office of the Board of Supervisors.

As Deputy Executive Officer, Ms. Cheru will report directly to the Assistant Executive Officer, and will be responsible for overseeing the Special Projects Division, which includes the transitions of the Board offices. More specifically, Ms. Cheru will be responsible for serving as the liaison with the Board offices during transition periods; coordinating Board Office staff placements with County departments; developing, recommending, and implementing management concepts, objectives, policies and projects related to financial and administrative matters; overseeing special projects and analyzing, evaluating, and recommending changes related to administrative matters or issues; reviewing and approving reports, memoranda, and other correspondence related to personnel and other administrative matters; and developing new plans, programs, and systems, as needed.

"To Enrich Lives Through Effective And Caring Service"

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Ms. Cheru is a seasoned County employee with more than 23 years of progressively responsible administrative and financial management experience. Since 2013, Ms. Cheru has been acting as Assistant Administrative Deputy for the Executive Office with responsibility for overseeing and coordinating the transition of approximately one hundred staff from Board offices to various County departments. Prior to her current assignment, Ms. Cheru was the Chief Financial Officer for the Executive Office with responsibility for planning, assigning, and evaluating the work of over twenty staff members responsible for the day-to-day operation of Budget, Accounting, Procurement, Mail Room, and Contracting services.

Ms. Cheru's educational qualifications include a Bachelor of Science degree in Business Administration with a specialty in Accounting from California State University, Los Angeles.

In accordance with policy on managerial appointments, unless otherwise instructed by the Board by September 4, 2014, the Chief Executive Office will advise the Executive Office of the Board of Supervisors that authorization has been granted to proceed with Ms. Cheru's appointment to Deputy Executive Officer, Board of Supervisors (UC), at an annual base salary of \$130,078.80, effective no sooner than September 5, 2014.

If you have any questions regarding this matter, please contact Steve Masterson at (213) 974-8481.

WTF:BC:JA
SJM:AP:mmg

c: Executive Office, Board of Supervisors
County Counsel